

**COLORADO CITY METROPOLITAN DISTRICT**

**RESOLUTION 03-2010**

**A RESOLUTION ADOPTING CHANGES TO THE COLORADO CITY METROPOLITAN DISTRICTS REQUEST FOR PUBLIC RECORDS POLICY**

**WHEREAS**, it is in the best interests of the Colorado City Metropolitan District to periodically review its Policies and Procedures; and

**WHEREAS**, it is in the best interest of the Colorado City Metropolitan District to update the Request for Public Records Policy for changing conditions, efficiencies and cost savings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COLORADO CITY METROPOLITAN DISTRICT:**

Effective March 9, 2010, any current policies and/or procedures in place will be superseded as follows:

**REQUEST FOR PUBLIC RECORDS**

All public records shall be open for inspection by any person at reasonable times, except as provided for in Section C.R.S. 24-72-203 of the Colorado Revised Statutes, copy follows. All requests for records shall be in writing and submitted to the District Manager's Office.

The Finance Director will access any data collection and costs necessary to comply with the request. A total estimated amount of the cost to produce records will be provided to requestor and this estimated amount will need to be deposited with the Finance Director before the request shall be processed. Should the production of records prove more costly the difference will need to be paid before records are released. Should the actual cost prove less than the estimate a refund of the difference will be provided.

**A. Procedure for Processing of Request**

1. A Request for Public Records Letter must be written.
2. If it is clear that the records requested do not contain information listed in Section B, the following shall apply:
  - a. If records are readily accessible, they shall be presented for review or copied as requested.
    - 1) The charge for record copies is \$0.25/page or such other amounts that may be authorized from time to time.
    - 2) The charge for providing copies of records on media types other than paper is \$1 per disk/CDROM/tape etc.
    - 3) The charge for research and retrieval of material is \$25.00/hour.
    - 4) The charge for certification is \$1.50/record certified.
  - b. If the records requested are not readily accessible, they shall be produced within 3 working days or less. If extenuating circumstances exist, that time frame may be extended to no longer than 7 working days (24-72-203(3)(b)). The same charges apply as above.

- c. The District Manager reserves the right to direct a requestor to the District's website where most public records are stored.

**B. Possible Grounds for Denial of Request for Records**

The District shall deny any person the right to inspect the following types of records:

1. Test questions, scoring keys regarding licensing examination or examination for employment. (24-72-204(2)(a)(II)) C.R.S.
2. Personnel files. (24-72-204(3)(a)(II(A))) C.R.S.
3. Letters of reference. (24-72-204(3)(a)(III)) C.R.S.
4. Privileged information and confidential commercial, financial, geological or geophysical data. (24-72-204(3)(a)(IV)) C.R.S.
5. Addresses, telephone numbers and personal financial information of past or present users of public utilities, public facilities, or recreational services. (24-72-204(3)(a)(IX)) C.R.S.
6. Any records of sexual harassment complaints and investigations. (24-72-204(3)(a)(X)) C.R.S.
7. Any record that would cause substantial injury to the public if disclosed. (24-72-204(3)(a)(XIII)) C.R.S.
8. Any other legal authority giving rise to lawful denial of request.

**PASSED AND APPROVED** this 9<sup>th</sup> day of March, 2010.

COLORADO CITY METROPOLITAN DISTRICT

  
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William Dye, Chairperson  
Board of Directors

ATTEST:

  
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Roger Lowe, Secretary